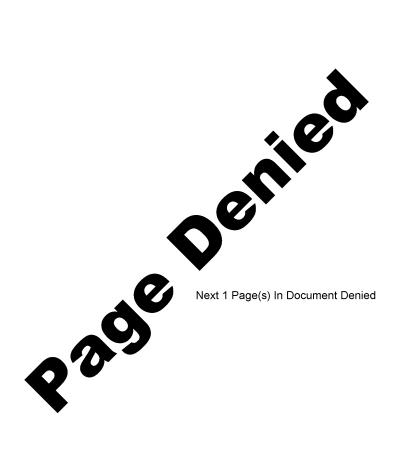
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## SECRETARIES WHO RECEIVED \$1,000.00 FOR EXCELLENT PERFORMANCE:

TOTAL			LEVEL
3	Ful1	Time	IS-03
1	Part	Time	IS-03
7	Ful1	Time	IS-02
6	Part	Time	IS-02

TOTAL: 17 Awards





## Additional Information for D/L's Kickoff Speeck

		<u>Irangate</u> -
25 <b>X</b> 1	•	is the focal point for OL in connection with this matter.
25X1	•	is the respository for all papers in this connection; i.e., requests from the committees and copies of all OL documents in response.
	•	The number of man-hours from 1 February to 31 March 1987, alone, came to 757 (searching for and pulling files, making copies, etc.).
	0	While OL didn't report any overtime used in supporting the various committees, the regular duties of OL employees giving this support often had to be done on an overtime basis.
25 <b>X</b> 1	0	OL employees have been involved in this operation.
	•	Some logisticians have had to testify on the Hill before the committees.
	0	P&PD had to purchase one copier and rent four others at a cost of \$72,000.
	0	Printing "CIA" diagonally across the paper on which copies were made for the committees requesting relevant information cost \$500.
	•	Safes, typewriters, terminals, personal computers, desks, chairs, etc., were provided.
	٥	Black and secure telephone lines were installed.
	0	We've received ll Independent Counsel requests.

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	EXCELLENCE IN OL
Ma al In Br	Remained at work until 2000 hours on 30 September, pending st-minute, FY-1986 budget decisions. Those employees were from Interdepartmental Support Branch, Supply Interdepartmental Support Branch, Supply nagement Branch, and the Data Control Branch of Supply Division; branches of Procurement Division; Data Administration Service, formation and Management Support Staff; Contract Information anch, Procurement Management Staff; and the Budget and Fiscal anch. The dedication displayed by these employees is yet another ample of OL excellence.  Of Supply Division was serving as the Senior Logistics Officer for an installation that personnel.  was responsible for establishing a that, under his capable stewardship, unloaded, catalogued and stored many supplies and materiels.
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	***************************************
	commended in later for production from
	OD&E Section dated to the OD&E Courier staff during the snowstorm on 26 January 1987.  used his own four-wheel drive
	on the assistance he provided to the OD&E Courier staff during the snowstorm on 26 January 1987.  used his own four-wheel drive vehicle to pick up one of OD&E's couriers on a military flight that was diverted to Andrews AFB.
	OD&E State de Courier staff during the snowstorm on 26 January 1987. used his own four-wheel drive vehicle to pick up one of OD&E's couriers on a military flight

## PERSONNEL ACTIVITIES

	TRAINING	
25X1	OL employees attended 210 different (internal and external) training courses during the first 6 months of FY 87	
25X1	OL employees to attend 220 different (internal and external) training courses in FY 87 (projected)	
25X1 ~ 25X1 ~	obligated and training plans will cover budget	
	TRAINING REVIEWED	
25X1 /	<ul> <li>By over OL careerists in 31 working groups</li> <li>112 courses recommended</li> <li>OL Training Catalog to be published soon</li> </ul>	
	TRAINING INITIATIVES ON PROCUREMENT	
4	<ul> <li>Contracting Officer Intern Program formalized</li> <li>Manual on procurement training published</li> <li>Two in-house training courses presented</li> <li>Agency indoctrination program instituted</li> </ul>	
	LOGISTICS EMPLOYEES TRAINING AND TRACKING SYSTEM (LETTS)	Slide
	<ul> <li>Complete training profiles</li> <li>Language skills</li> <li>Travel</li> <li>Conference attendance</li> <li>Division/staff training budgets</li> </ul>	
	OL MID-CAREER COURSE FOR WAGE-GRADE EMPLOYEES	
	The objectives are to provide an opportunity for selected OL employees to receive updates on all OL activities, to offer a forum for a dialogue between participants and presenters, and to instill an improved awareness and a deeper appreciation of the worldwide mission of OL. Originally intended as a Wage-Grade program, the course is now open to all OL employees in the GS-09 to GS-12 grade range, or equivalent. There are usually 14 participants, and 40 students have attended the three courses given to date.	
	replaces old text	

SECRET